According to the Standard Form for Aktion Club Bylaws, installing a club’s officers should be done shortly after the elections. The club might want to have a formal ceremony in the evening along with the induction of new members, or the club might want to install officers during a regular meeting. Following are suggested comments and steps to follow during the ceremony.

Depending upon how elaborate the ceremony is, the club may want to invite the Kiwanis lieutenant governor to be the installing officer. Members of the sponsoring Kiwanis and co-sponsoring Circle K/Key Club, the agency administrator, family members, and the members of the Aktion Club should be present. The program should be well planned but brief and to the point.

Retiring past officers

The installing officer invites the retiring officers to stand while he/she briefly refers to the achievements during their year of service. Reference should be made to the value of continuity in the transition from one administration to another. Retiring officers should be urged to explain their work to their successors. Successors in office will welcome constructive counsel regarding their service.

Before officially inducting the new officers, address the retiring president, announce his/her name, and say:

“You and your board have served your club and your agency well. Please accept my thanks and congratulations. However, your job is not complete. You will be in a position to advise and counsel the newly elected officers. Your help and guidance is still needed. ”

“You are to be present at all the regular and specially called meetings of your board and to take an active part in all the deliberations. Express your opinions concerning all club affairs by considering the club first, centering always around a single desire for the best welfare of your Aktion Club.”

The treasurer (announce the name)

“You have been elected to serve your club as treasurer, which, in addition to financial ability, demands personal integrity, a quality your fellow club members saw when electing you to the office. Your duties will be to oversee
the funds of your club, to keep proper records, and to
distribute them upon proper orders.

"You must make a report of the finances at such times
as the president and officers may require.

"A sound financial foundation is necessary to the healthy
life of every organization. You have been elected to
maintain such a foundation in this organization. Do you
accept these responsibilities?"

The secretary
(announce the name)

"You have been elected to serve your club as
secretary. The job of secretary is one of the most
difficult of duties. It is your duty to keep a careful and
accurate record of the activities of the club and preserve
the records for further reference. You must keep a
careful record of membership, attendance, member
fees, and minutes of all meetings of the club.

"In your hands is placed the success of this group. I
urge you to take your responsibilities very seriously.
Do you accept these responsibilities?"

The vice-president
(announce the name)

"You have been elected to serve your club as vice-
president. As next in office to the president, you
become his/her understudy. You may be asked at any
time to step in his/her absence or incapacity. Let me
then ask you to give careful attention to what I am
about to say to the elected president and to consider
the remarks as being addressed also to you. Do you
accept these responsibilities?"

The president
(announce the name)

"It is a pleasure to welcome you as the elected chief
executive of this club. You are the most highly honored
of all its officers, and with the greatest honor, there
have been given to you the highest authority and
heaviest responsibility.

"Presiding at meetings is the easiest and least of your
tasks. But even to this easiest part you must give
careful preparation and alert attention.

"The need for careful preparation for the meetings
themselves indicates only one of your many tasks. You
must give serious thought to the selection of your
committees, seeking counsel from others and consulting
with your fellow officers and Kiwanis sponsor. You
must keep in touch with your committees and advise them in
their work. You must be ready to suggest to the board
of directors such plans as you may think would benefit
the club, and you must remain unruffled should your
suggestions be rejected.

"And always remember that you are the president of a
democracy and in no way an autocrat. I urge you in
your leadership to keep one goal at the center of all
your plans and endeavors, namely, to make the Aktion
Club more vital to its members and more serviceable to
the community. Do you accept these responsibilities?"

To all officers

"It is a great privilege to welcome you into an official
responsibility for the welfare of this club. I am sure that
you all deeply appreciate the honor bestowed upon you
by your fellow members and that you enter upon your
official business with the earnest resolution to be faithful
to the trust placed in you. Most heartily do I
congratulate you, and I congratulate the club upon the
wisdom of its choices for its official leadership.

"The success of the club does not depend upon any one
of you individually but upon all of you collectively.
Nowhere is it more necessary than in the democracy of
Aktion Club that there be no division among the elected
representatives placed in charge of its affairs.

Therefore, I charge you never to hold your respective
personal opinions above the collective opinions of this
entire body. As you each rightly seek to give your best
to the club, I urge you also to seek the best from your
fellow members. Let all the board members freely share
ideas about club activities in discussion, and let them be
adopted only by the will of the majority.

"Finally, let me remind you that the Aktion Club is a
service club. It has definite objects. Every member is
convinced that these objects offer a practical and
effective plan, not only to develop each member into a
better citizen but through you to build a better nation.
It is your job to translate that conviction into action.
“Yours is the leading and directing part of the process of making the Objects of Aktion Club work and making them deeply meaningful.”

**Closing ceremony**

Shake the hand of each officer while wishing each a successful administrative year. Declare the officers duly installed.